



Executive Service Position Announcement

TN Volunteer Challenge Academy Administrative Assistant (ASA 3)

Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge Academy (TNVCA) Executive Administrative Assistant (ASA 3). Under the direct supervision of the Director, this position assists the Director, Deputy Director, and Program Coordinator with administrative oversight of the TNVCA Program to include coordination of special events and projects. The selected candidate must be willing to work a flexible schedule which may include evenings, weekends or additional hours.

Minimum Annual Salary: \$33,228

Benefits:

Insurance (Health, Dental, Life, Vision), Annual, Sick and Military Leave, Flexible Benefits Plan, Retirement, Higher Education Fee Waivers Discounts.

For additional benefits: <http://www.tn.gov/hr/topic/benefits>

Essential Job Duties:

- Assist the Director, Deputy Director, and Program Coordinator with administrative oversight of the TNVCA Program to include coordination of special events and assignment
- Manage social media- update page, upload pictures, reply timely to messages
- Point of contact for TNVCA for the public (DCS, TN schools, future applicants)
- Process incoming and outgoing mail
- Communicate between the Military Department Central HR Office and TNVCA as a useful link and point of contact
- Assist managers with performance management oversight for TNVCA to include IPP's deadlines and procedures, payroll deadlines, new employee orientation coordination, ESS enrollments
- Assist new employees with Edison and email set up through the State's new Service Now process
- Maintain TNVCA employee folders and documents (resumes, applications, resignations, etc.)
- Provide the Military Department HR Office with appropriate hiring/promotion forms, resignation forms
- Assist Recruiting Staff with Orientations, briefings, flyers, and other paperwork associated with the recruitment of new cadets.
- Coordinate agency level training for TNVCA staff with the Military Department Talent Management Assistant Director to ensure training is completed timely and as outlined by the State of Tennessee Department of Human Resources
- First point of contact for new hires at TNVCA, response to inquiries, and direct them to appropriate personnel when necessary

TN Volunteer Challenge Administrative Assistant (ASA 3) cont'd

Minimum Qualifications:

- Ability to communicate effectively both orally and in written communications.
- Required to work a flex work schedule to meet the program needs.
- Must be detail oriented and highly organized with the ability to work independently with minimal supervision.
- Must have the ability to work and communicate effectively with peers, superiors, subordinates, agency personnel and the public.
- Must have working knowledge of Microsoft Office Programs (Word, Excel, PowerPoint, Outlook, etc.).
- Possess a valid state driver's license
- Employee will undergo an extensive background check. The applicant for this class must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

Preferred Qualifications:

- Bachelor's degree and two years of increasingly responsible administrative support experience, or five years of administrative experience

How to Apply:

Submit your resume detailing your experience in meeting the above requirements for the TNVCA to:

Tennessee Volunteer Challenge Academy

TNVCA.admin@tn.gov

(Subject line should read: Resume for TNVCA Administrative Assistant)